

Primary Agency:

Department of Enterprise Services

Support Agencies:

Consolidated Technology Services
Department of Agriculture
Department of Corrections
Department of Health
Department of Labor and Industries
Department of Licensing
Department of Natural Resources
Department of Transportation

Office of Financial Management
Office of the Attorney General
Parks and Recreation Commission
Washington Military Department
Emergency Management Division
National Guard
Washington State Patrol
American Red Cross
Volunteer Organizations

INTRODUCTION

Purpose

Provide resource support to state agencies, Tribal governments and local jurisdictions following an emergency or disaster.

Scope

Resource support is triggered when state agencies, Tribal governments and local jurisdictions exhaust their resources and capacity for the provision of services, personnel and commodities during the response and recovery phases of an emergency or disaster. This may include emergency relief supplies, office equipment, office supplies, facilities, transportation services and personnel required to support emergency activities.

Policies

Revised Code of Washington (RCW) [39.26 Procurement of Goods and Services](#).

The Department of Enterprise Services (DES), Washington Military Department and other support agencies will operate under existing authorities and regulations.

SITUATION & ASSUMPTIONS

Situation

A significant emergency or disaster may severely damage and/or limit access to resources needed for response and recovery.

Assumptions

Forms of communication may be severely interrupted during the early phases of an emergency or disaster.

Transportation to affected areas may be interrupted due to damage to roads, bridges, airports and other transportation modes.

Following an emergency or disaster, there may be a need to provide resources, goods and services to the affected areas.

Management of resource support is highly situational, requiring flexibility and adaptability.

Resource requests need to be prioritized when existing resources are limited or depleted.

State agencies, Tribal governments and local jurisdictions will expend all available resources and mutual aid prior to seeking assistance through the State Emergency Operations Center (SEOC) Logistics Section/Emergency Support Function (ESF) 7.

The lead agency (DES) has no emergency budget, no contingency fund and limited assigned emergency management staff.

CONCEPT OF OPERATIONS

General

A major disaster or emergency may overwhelm the capabilities and exhaust the resources of state agencies, Tribal governments and local jurisdictions. ESF 7 will be activated to respond to requests for state assistance. State assistance will be coordinated from the SEOC Logistics Section.

Actions undertaken by the Logistics Section/ESF 7 will be coordinated with state agency, Tribal government, and local jurisdiction emergency managers who request assistance through the SEOC after expending all available resources.

Direction and Control

All resource requests will be received and processed through the SEOC Logistics Section. Requests will be evaluated by the Commercial Resource Branch (when activated) of the SEOC Logistics Section. The Commercial Resource Branch will assign the mission to the Operations Section if the request can be filled using state resources. The Operations Section will in turn assign the request to the appropriate ESF.

The Commercial Resource Branch will assign the mission to the appropriate unit within the Commercial Resource Branch when the resource must be purchased, leased or rented. The Commercial Resource Branch will forward the mission to the Intergovernmental Resource Branch (when activated) to request interstate mutual aid or federal resources when the resource is available in another state or at the federal level.

The Logistics Section Chief monitors the status of mission requests assigned to the Commercial Resource Branch or the Intergovernmental Resource Branch from assignment to completion. Missions assigned to other ESFs are tracked by the Operations and/or Logistics Sections.

Any state agency, or division of any state agency, tasked by the Logistics Section or Operations Section will consider the tasking the top statewide priority for resources under their control.

ORGANIZATION

The SEOC Logistics Section is responsible for coordinating the activities of ESF 7 and for bringing in additional resources from other states and federal agencies, as needed.

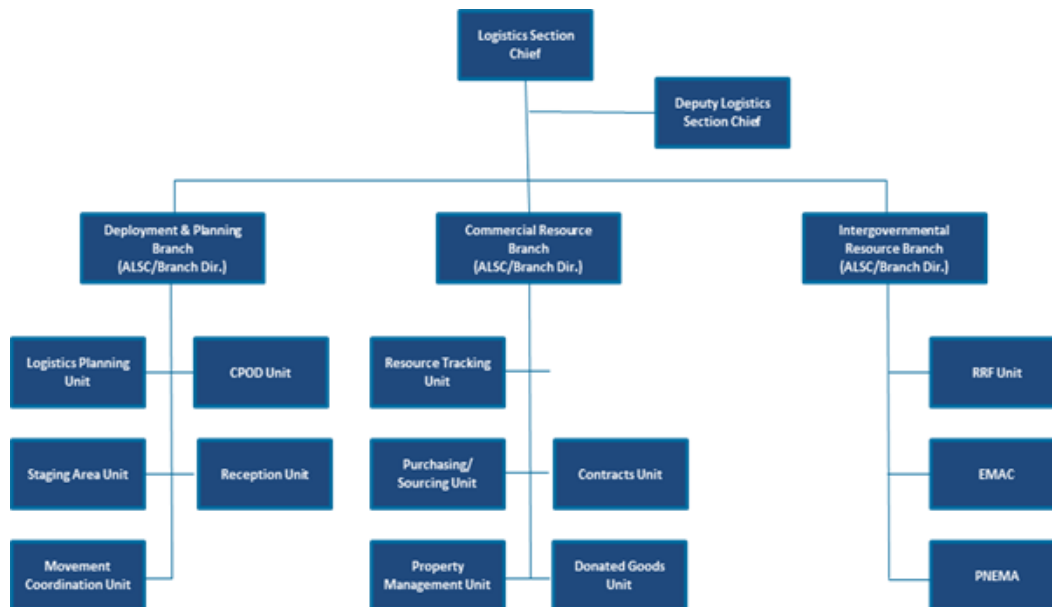


Figure 1 – State Emergency Operations Center, Logistics Section

The Deployment and Planning Branch:

- Plans for anticipated resource needs.
- Manages elements of the emergency supply chain, as they are activated.
- Coordinates and secures the movement of disaster relief supplies.

The Commercial Resources Branch [procures resources from the private sector](#).

[The Intergovernmental Resource Branch coordinates interstate mutual aid and federal resource requests.](#)

ACTIONS

Preparedness Activities

Establish and review departmental roles and responsibilities for providing resource support during the response and recovery phases of an emergency or disaster.

Participate in ESF 7 training at the state, Tribal, local, and federal levels.

Maintain an inventory of state owned and leased facilities.

Identify resources state agencies, Tribal governments and local jurisdictions can provide during the response and recovery phases of an emergency or disaster.

Develop a needs assessment of internal and external resources to identify, at minimum, the:

- Essential personnel and staffing for internal and external support requirements.
- Emergency supplies needed for personnel.
- Essential records, equipment and office supply needs.
- Essential office space requirements.
- Research and determine, from the appropriate authorities, potential liability issues and appropriate insurance levels for state agencies.
- Logistics transportation requirements for an emergency or disaster.
- Identify, develop and prioritize an inventory of essential agency resource requirements (business resumption, other ESF roles and resources available to ESF 7) in an emergency or disaster.

Maintain state goods and services contracts, vendor lists and contact information on the Washington Electronic Business Solutions (WEBS) system.

Develop procedures to expedite emergency leasing and utilization of state-owned or state-leased facilities in an emergency or disaster.

Response Activities

Provide secondary resource support to state agencies, Tribal governments and local jurisdictions when their primary resources are exhausted.

Provide information on how and where to obtain goods and services to state, Tribal and local procurement and emergency management staff.

Coordinate and fill resource requests utilizing the WebEOC Mission Tracker. Acquisition made by ESF 7 will be coded for later payment as designated by the SEOC Finance and Administration Section Chief.

Coordinate relocation of state-owned offices and facilities under DES control and the acquisition of new space, as necessary.

Assist with relocation of leased state office buildings and facilities not under DES control.

Coordinate staffing need requirements for statewide ESF 7 activities.

Coordinate funding for emergency acquisitions.

Any order for resources placed with the SEOC Logistics Section that cannot be filled with existing state resources must follow the procurement process prior to the Logistics Section placing the order.

Recovery Activities

Support the transition to recovery activities, as required.

Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases or expenditures.

Ensure correct cost coding for any facilities, goods or services obtained from private sector providers.

Revise procedures based on lessons learned from the emergency or disaster.

RESPONSIBILITIES

Primary Agency

Department of Enterprise Services

- Coordinate required resource support as directed from the SEOC.
- Maintain lists and contact information for facilities, goods and services; coordinate information with the SEOC Logistics Section.
- Work with support agencies to establish and review departmental roles and responsibilities for preparedness.
- Provide resource support during the response and recovery phases of an emergency or disaster.
- Participate in emergency management and ESF 7 training at the state, Tribal, local and federal levels.
- Maintain an inventory of state owned and leased facilities and develop procedures to expedite emergency leasing and utilization of these facilities in emergency circumstances through DES Facilities Division, Real Estate Services (RES).
- Maintain state goods and services contracts, vendor lists and contact information on the Washington Electronic Business Solutions (WEBS) system through DES Contracts and Legal Division, Master Contracts and Consulting.
- Provide primary and alternate staff for the role of Commercial Resource Branch Director and staffing for the SEOC Logistics Section.
- Provide information on how and where to obtain goods and services to state, Tribal and local procurement and emergency management staff.
- Coordinate relocation of state-owned offices and facilities under DES control and acquisition of new space, as necessary.
- Assist with relocation of leased state office buildings and facilities not under DES control, as resources permit.
- Utilize internal resources available in Governor proclaimed emergencies, to include:
 - Fleet Operations vehicles.
 - Warehouses and trucking capacity.
 - Assistance in coordination of donated goods and services.
 - Acquisition of goods and services.

- Facility use and acquisition.
- Act as the primary emergency resource support for state agencies, Tribal governments and local jurisdictions.
- Transfer staff for emergency assignments when the DES Director suspends business continuation plans.
- Assist with the acquisition of resources needed to fill requests placed with the SEOC Logistics Section which cannot be filled with existing state resources. The acquisitions must follow the procurement process prior to the Logistics Section placing the order.
- Follow appropriate policies and procedures in completing required documentation to justify emergency services, purchases or expenditures.
- Ensure correct cost coding for any facilities, goods or services obtained by ESF 7 staff from private sector providers.

Support Agencies

Consolidated Technology Services (CTS)

- Restore normal service operation as quickly as possible, minimize the adverse impact on business operations and correct CTS events that impact customer service.

Department of Agriculture

- Help Washington's food industry prepare for emergencies by providing assistance to local, state and federal agencies and the food and agriculture industry.
- Develop and disseminate recommendations to protect crops, animals, farmland, manufactured foods and beverages, fresh produce and animal feed, as well as fertilizers and pesticides.
- Provide personnel and equipment for emergency or disaster work in support of ESF 7.

Department of Corrections

- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.
- Provide minimum-security inmate personnel for emergency or disaster work.
- Provide correctional facilities, when possible.

Department of Health

- Make available and provide resource support, services, personnel, equipment, technical support, information and advisory assistance to state agencies, Tribal governments and local jurisdictions.

Department of Labor and Industries

- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.
- Assure sites selected for statewide ESF 7 activities and operating conditions at these locations meet state work place safety standards.

- Assure work site conditions at all ESF 7 operating locations are in compliance with state standards.
- Provide Safety Officers for all State Staging Areas and Reception and Integration Sites, as needed.

Department of Licensing

- Provide resource support, services, personnel, equipment, technical support, information and advisory assistance to state agencies, Tribal governments and local jurisdictions.
- Ensure licenses, certificates and permits issued by assisting states, through the Emergency Management Assistance Compact (EMAC), are deemed valid by the state for the skills and assistance requested to render aid during a declared emergency or disaster.

Department of Natural Resources

- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.
- Provide State Emergency Operations Center staff, as requested.
- Provide emergency air and ground transportation for emergency personnel, supplies and equipment upon request, when available.
- Provide heavy equipment (bulldozers, trucks, etc.) when requested, as available.

Department of Transportation

- Provide information on road conditions and road closures affecting arterials providing access to and from disaster area(s).
- Provide transportation route evaluation and resources.
- Provide transportation for emergency personnel, supplies and equipment, when available.
- Provide heavy equipment (bulldozers, trucks, etc.), when available.
- Provide State Emergency Operations Center staff, as requested.
- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.

Office of Financial Management

- Make available and provide resource support, services, personnel, equipment, technical support, information and advisory assistance to state agencies, Tribal governments and local jurisdictions.
- Serve as a collaborative partner in developing and implementing emergency procurement processes and procedures during emergency activations.

Office of the Attorney General

- Provide legal counsel and/or review, as requested.

Parks and Recreation Commission

- Make state park facilities available for emergency or disaster operations.
- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.

Washington Military Department, Emergency Management Division

- Provide communication links, hot lines, video/teleconferencing capability and access to WebEOC for ESF 7 activities statewide.
- Provide staffing to the SEOC Logistics Section and statewide ESF 7 activities.
- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response and recovery phase of an emergency or disaster.

Washington Military Department, National Guard

- Provide available armories, tents and other equipment, as requested.
- Provide available air and land transportation for personnel and equipment.
- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.

Washington State Patrol

- Provide road closure information and security for resource movement, to include movement coordination escort.
- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.

American Red Cross

- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.

Volunteer Organizations

- Provide supplemental resources to state agencies, Tribal governments and local jurisdictions to assist in the response phase of an emergency or disaster.

APPENDICIES

Appendix 1 - Reception and Integration

Appendix 2 - State Staging Areas

Appendix 3 - Movement Coordination

Appendix 4 - Donations Management